



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 7810.3D
AIR-7.6.1.3

JUL 29 1998

NAVAIR INSTRUCTION 7810.3D

From: Commander, Naval Air Systems Command

Subj: PROCEDURES FOR FUNDING AND REPORTING FOREIGN MILITARY SALES
ADMINISTRATIVE EXPENSES FOR THE NAVAL AVIATION SYSTEMS TEAM

Ref: (a) DOD Financial Management Regulation (FMR) Volume 6, Chapter 2
(b) DOD Financial Management Regulation (FMR) Volume 15, Chapter 2 and 3

Encl: (1) Status of Foreign Military Sales Administrative Expenses for FY____ (NAVAIR
Report Symbol 7810-3D)

1. Purpose. To issue guidance concerning the method for reporting the Foreign Military Sales (FMS) administrative expenses incurred by the Naval Aviation Systems Team (TEAM) per references (a) and (b).
2. Cancellation. This instruction supersedes NAVAIR Instruction 7810.3C of 18 December 1995. Since this is a major revision, changes are not indicated.
3. Scope. The provisions of this instruction are to be followed by TEAM activities that receive FMS administrative funds.
4. Funding Policy. NAVAIRHQ will fund the FMS administrative effort at all the TEAM activities by issuing a NAVCOMPT Form 2275, citing the FMS trust fund account sub-allocation received by NAVAIRHQ. The NAVCOMPT Form 2275 will not include costs for the following:
 - a. Military personnel services.
 - b. Acceleration for unfunded military retirement.
 - c. Acceleration for unfunded civilian retirement.
 - d. Overhead acceleration for civilian labor costs.

However, these costs will be included in the monthly report of the status of FMS administrative expenses. The applicable TEAM activities will continue to submit their FMS administrative cost requirements to NAVAIRHQ in response to the annual FMS administrative budget calls.

5. Action

- a. AIR-7.6.1.3 will provide FMS administrative funds to field activities per paragraph 5 of this instruction.
- b. TEAM activities that receive a FMS administrative NAVCOMPT Form 2275, citing the NAVAIR FMS trust fund account sub-allocation will:

S/N: 0808-LD-020-8330

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- c. Acceleration for unfunded civilian retirement.
- d. Overhead acceleration for civilian labor costs.

However, these costs will be included in the monthly report of the status of FMS administrative expenses. The applicable TEAM activities will continue to submit their FMS administrative cost requirements to NAVAIRHQ in response to the annual FMS administrative budget calls.

6. Action

a. AIR-7.6.1.3 will provide FMS administrative funds to field activities per paragraph 5 of this instruction.

b. TEAM activities that receive a FMS administrative NAVCOMPT Form 2275, citing the NAVAIR FMS trust fund account sub-allocation will:

(1) Identify and collect FMS administrative expenses and number of hours worked. Hours worked must be separated by "FMS full-time" hours and "FMS part-time" hours in order to fulfill a ASN(FM&C) Full-Time Equivalent reporting requirement. FMS full-time and part-time hours are defined as follows:

(a) FMS full-time: an employee who spends 90 percent or more time on FMS.

(b) FMS part-time: an employee who spends less than 90 percent of their time on FMS.

(2) Submit a monthly report, in the format of enclosure (1), of FMS administrative expenses and hours worked in sufficient time to be received by AIR-7.6.1.3 by the eighth working day following the report month.

(3) Identify prior year funding that has not been fully disbursed in the Standard Accounting and Reporting System (STARS). Track any prior year funding that has not been fully disbursed in STARS, and provide AIR-7.6.1.3 an expense report for each year until all funding is shown as fully disbursed in STARS.

7. Reports. NAVAIR Report Symbol 7810-3D is assigned to the reporting requirement contained in paragraph 6b(2).

8. Forms. NAVCOMPT Form 2275 (Rev. 8-81), Order for Work and Services, Stock Number 0104-LF-702-2751 can be ordered via Naval Inventory Control Point, Philadelphia and is also available on Delrina Formflow.



Peter R. Raymond
Comptroller

29 Jul 98

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STATUS OF FOREIGN MILITARY SALES ADMINISTRATIVE EXPENSES FOR FY ____
(NAVAIR Report Symbol 7810-3D)

MONTH: _____ (SEE NOTE)

ACTIVITY: _____

CATEGORY OF EXPENSE

A. TOTAL CIVILIAN HOURS WORKED

- 1.a Full-Time FMS Hours*
- 2.a Part-Time FMS Hours*

* THE COSTS LISTED BELOW MUST BE REFLECTIVE
OF THE HOURS WORKED

B. FMS ADMIN COSTS

- 11.1 Permanent Civilian Positions (Full-time FMS Billet)
- 11.3 Civilian Positions other than Permanent (Part-time FMS Billet)
- 11.5 Other Civilian Compensation

C. SUBTOTAL CIVILIAN SALARY COSTS (OC 11)

- 11.7 Military Personnel Salaries
- 12.1 CIVPERS Benefits (% of OC 11)
- 12.2 MILPERS Benefits
- 21.0 Travel & Transportation of Persons
- 22.0 Transportation of Things
- 23.1 Rents, Comm. & Utilities (excl. ADP)
- 23.2 ADP Rent, Communications & Utilities
- 24.0 Printing & Reproduction
- 25.1 Other Services (excluding ADP/BOS)
- 25.2 Other Services, ADP
- 25.3 Other Services, BOS
- 26.0 Supplies & Materials
- 31.0 Equipment - Non-ADP
- 31.1 Equipment - ADP
- 42.1 Reports of Discrepancy w/o Trans
- 42.2 Unfunded CIV Retirement
- 42.3 Asset Use Charges (used only for LSC)

GRAND TOTAL FMS ADMINISTRATIVE COSTS

CIVILIAN AVERAGE HOURLY RATE (C DIVIDED BY A)

POINT OF CONTACT FOR THIS REPORT: _____

PHONE: _____

NOTE:

This report is to provide a breakdown of costs incurred to date in support of the FMS Administrative Program. All costs incurred are to be reported, whether or not they have been officially charged as the date of this report. It is understood that all charges reported herein (except Military Support and Unfunded CIV Retirement) will be charged against the funding document previously issued. Please note that the period reported here is identical to the reporting period utilized in the Civilian Personnel Resource Reporting System (CPRRS) (also used in the Full Time Equivalent Report), i.e., the report covers cumulative data through the last full pay period within the month, not the last calendar day of the month. PLEASE NOTE: THE PERCENTAGES OF SALARY OC-11 COSTS TO BE CHARGED FOR CIVILIAN LABOR ANNUALLY CHANGE, THEREFORE, PLEASE USE THE MOST CURRENT MANDATED PERCENTAGE.